NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

NJCFS NEWS

NEW SECURITY PROFILE FORMS

New security profile request forms have been developed and are being sent to all agency information security representatives through interoffice mail. The package will consist of three forms (1) an NJCFS profile, (2) a MACS-E profile for NJCFS, and (3) an authorized signature letter. Please use these forms for any future additions and changes effective immediately. Completed profiles should be sent to Debbie Beck, OMB, 33 West State St., CN 221, Trenton, NJ 08625 or faxed to 609-292-4882. Questions may be directed to Debbie Beck at 609-292-8721.

CLOSED PAYMENT VOUCHER LINE TABLE

There is an additional screen to obtain the check number for payment vouchers. The new screen is the Closed Payment Voucher Line Table. The key to CPVL is similar to OPVL such as, Vendor Code, Agency/Document Number and Payee Reference. CPVL contains the basic components of the payment voucher including the check number.

Every month, the oldest month will be purged from OPVL and added to CPVL. There are 15 months on CPVL and 3 months on OPVL, for a total of 18 months. This is a significant improvement over the previous limitation of 12 months of historical data on OPVL.

GRANTS

IPB CONDUIT/SUBGRANTEE RELATIONSHIPS

OMB, Budget and Planning has sent the 1997 Appropriations Act -- Federal Funds Review/Update packages to the chief fiscal officers. Agencies must review the conduit/subgrantee relationships and appropriated revenue pointers to ensure the accuracy of information in the Integrated Planning and Budgeting System (IPB). It is very important that this information is correct since it forms the basis for the federal revenue display in the Appropriations Act and is also used to interface the appropriation budget authority to NJCFS.

FISCAL YEAR 1993 ENCUMBRANCES

OMB, Grant Analysis Section is in the process of reviewing fiscal year 1993 grants to determine if award and appropriation records can be closed. As part of this process, a list of inactive fiscal year 1993 open encumbrances will be sent to agencies for review. Agencies will be required to submit justification for the open encumbrances or they will be closed by OMB.

NJCFS Q & A

TEXT TABLES

What happens if you need more than the ten lines available on a text table? Here's how you can continue to add lines to a text table:

1. Put an "A" in the ACTION field, type the first ten lines on the text table and press enter. The system will number the text lines with odd numbers from 01 through 019 and provide the message "ALL LINES ADDED."

2. Put an "A" in the ACTION field, type over the first line on the text table, tab over to the TEXT LINE number and change it to 021 and press enter. Message reads "ADD KEY FOUND."

3. Scan the table from the first line and refill with the next screen and you will see TEXT LINE 021. At this point you can add another nine lines

of text below line 021. Put an "A" in the ACTION field and press enter. Message reads "ADD KEY FOUND."

INSERT LINE

What if you need additional accounting detail lines on a transaction? It is not necessary to delete documents or create new documents when you need additional lines on an existing transaction. Insert Line (**IL**) in the ACTION field allows users to add lines to the end of a document, insert lines between existing lines or provide the line detail in a document when the user accidentally presses the enter key at the header. You must be in Correction (C) mode to insert line. Follow the instructions below:

1. Type **IL** in the ACTION field. If you need to add more than one line type the number of lines needed after the **IL**. For example, **IL5** will insert five lines.

2. Bring the cursor to the point of insertion. If you need to add detail lines to a document that only contains a header, place the cursor on the last field of the header.

3. Press Enter.

4. Type all the data in the appropriate fields for each line you are adding.

5. After all the data entry in complete, press Enter.

6. Return to the ACTION and perform a Quick Edit (**Q**).

VENDOR CONTROL UNIT SUPERVISOR

On April 1, 1996, Cheryl Catarinicchia assumed the duties and responsibilities of Supervisor of the Vendor Control Unit of OMB.

It is not necessary to contact Mrs. Catarinicchia directly to answer questions concerning the Vendor File. Call 609-292-8124 and your questions will be answered promptly. The telefax number is 609-292-4882. The address is:

OMB, VENDOR CONTROL UNIT
CN 221
TRENTON NJ 08625

TRAVEL MODULE

TRAINING

OMB, Agency Support conducted travel module training during the entire month of March and part of April. All agencies have been trained. Agencies will be provided with copies of the User Guide for that module as soon as possible.

FOCUS REPORTS

The travel tables are available for FOCUS reports for all agencies who currently have FOCUS access. Agencies also can obtain reports for outstanding travel advances and outstanding travel obligations, on request, from Bob Marut at 609-292-0058.

USER SURVEY

Thank you to all those individuals who took the time and effort to complete and return the survey. OMB is compiling the results and will provide details in the next NJCFS/MACS-E Newsletter.

ADMINISTRATIVE CHANGES

OMB, Financial Management recently underwent some changes in administration. Former Assistant Director, Frank Gatti left Financial Management to work in the recently created Division of Revenue. Kathy Steepy is OMB's new Assistant Director, Financial Management. Betty Jane Eddowes has replaced Kathy as Manager, Accounting Bureau.
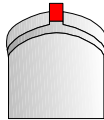
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MACS-E NEWS

including the NJCFS interface, utilizing established MACS-E capabilities.

MACS-E GLIMPSES THE FUTURE

The problems historically associated with percent-off catalogue buying (selection, availability, price verification, data collection, etc.) have been somewhat exacerbated by the rigor that MACS-E has imposed on the procurement process.

After much research and considerable thinking, relief is in sight. Starting with autoparts procurement, there is a plan afoot that calls for the utilization of one of the sundry electronic systems currently available for scanning the entire universe (both OEM and after-market) of autoparts. Configured as a "point and shoot," a user will be able to instantly capture all the data (including price) associated with a selected item. Through the use of Graphical User Interface technology (GUI), information pertaining to the selected item(s) would then pass to MACS-E for subsequent processing,